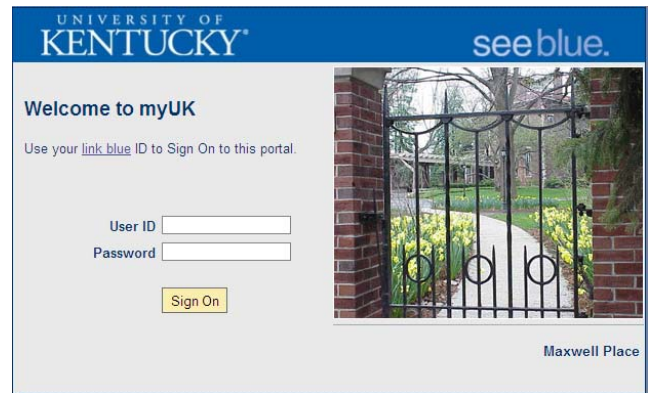


Registration Using myUK

1

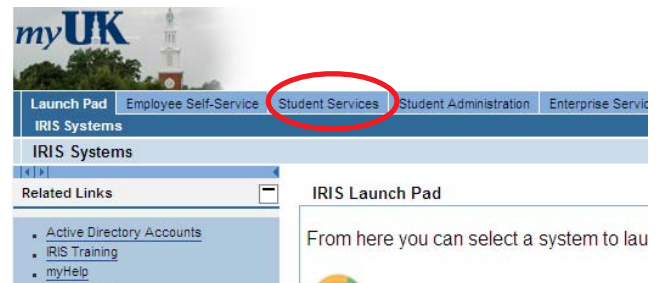
- Log on to the **myUK** portal using your Active Directory User ID and password. This is the same as your UK e-mail account information. For example, if the e-mail address is **student@uky.edu**, the Active Directory User ID is **student**.

If you need assistance with your User ID and password or if you have not created an account, follow the instructions at the Information Technology Customer Service Center site: **www.uky.edu/ukit/help**. You may also e-mail the Help Desk at: **helpdesk@uky.edu** or call at (859) 218-4357. If you do not have an Active Directory account, please note that it may take up to 24 hours to create.



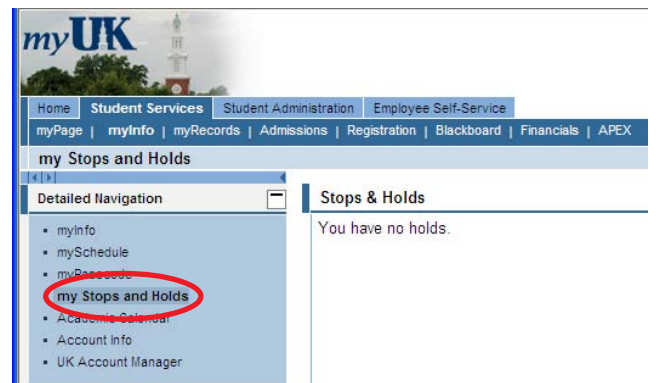
2

- Click on the **Student Services** link at the top of the page to the right of the **Home** link.



3

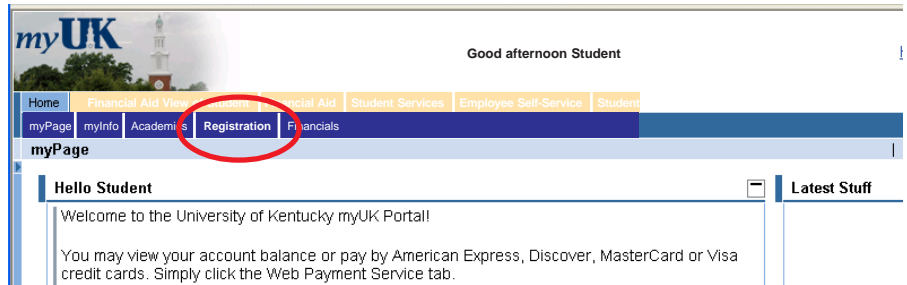
- To check for **Holds**, from the **Student Services** page, click on the **myInfo** link and from there, click on **myStops and Holds**. You must clear any Stops or Holds before you can register.



Registration Using myUK

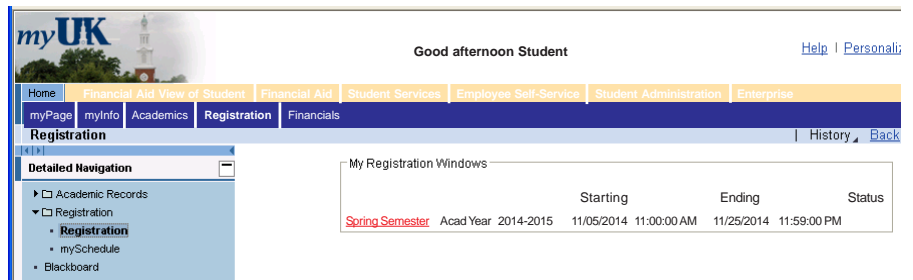
4

- Click on the **Registration** link at the top of the page to the right of the **myPage** link.



5

- The **My Registration Windows** box lists the dates and times of your Priority Registration Windows and your registration status. From the **My Registration Windows** box, click on **Acad Year 2014-2015, Spring Semester Jan-2015**.



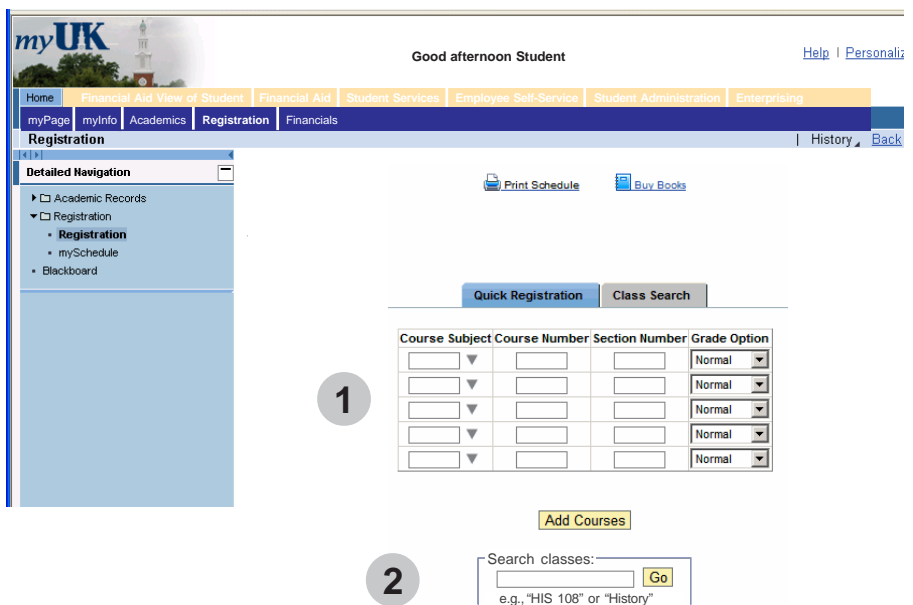
Before proceeding to registering for your courses, you will be required to read and accept the **Statement of Obligation**. You may also be required to **Update/Validate** your addresses (every 60 days) and **Update/Validate** your Expected Graduation date (every 90 days).

6

- On the **Registration** screen, there are two options for registering for your courses: **Quick Entry** and **Search**.

If you know the courses and sections you would like to enroll in, complete the fields in the **Quick Entry** box [#1]. You may enter up to five courses at a time.

If you do not know the course and section information, use the **Search classes** box [#2] or switch from **Quick Registration View** to **Class Search View**.



Registration Using myUK

7

- Using the **Quick Registration View**, enter the courses by prefix, number and section number. If you wish to enroll in a course with a grade option of **Audit**, use the **Grade Option** pull-down menu to select grade type.

When you have entered your course requests, click the **Add Courses** box.

[Print Schedule](#) [Buy Books](#)

Quick Registration **Class Search**

Course	Subject	Course Number	Section Number	Grade Option
HIS		108	001	Normal
WRD		111	022	Normal
SPA		102	005	Normal
				Normal
				Normal

Add Courses

Search classes: **Go**
 e.g., "HIS 108" or "History"

8

- The courses you have successfully added will appear in the **Schedule Box**.
- Above the **Schedule Box** is an Action Log. In the example at right, the student successfully enrolled in HIS 108 and SPA 102; WRD 111 was not added due to a time conflict with another booked course.

Course
✓ HIS 108 Section 001 addwaitlist complete.
✗ WRD 111 Section 022 addwaitlist failed. A time conflict exists with another booked course.
✓ SPA 102 Section 005 addwaitlist complete.
(7.17 seconds)

Student is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	HIS 108 Section 001 HIST OF U.S. THRU 1876	3.0	Normal (Change)	T 11:00 am - 11:50 am (Funkhouser Building-Rm-306A-FB) TR 9:30 am - 10:20 am (Whitehall Classroom Building-Rm-118-CB)	Enrolled 11/17/2014 4:17 pm
<input type="checkbox"/>	SPA 102 Section 005 ELEM SPAN II (SPOKEN AP)	4.0	Normal (Change)	MWF 12:00 pm - 12:50 pm (Barker Hall-Rm-301-BH) T 2:20 pm - 2:50 pm (Whitehall Classroom Building-Rm-306-CB)	Waitlisted (#2) 11/17/2014 4:18 pm
<input type="checkbox"/>	Drop	7.0			Show History

[Print Schedule](#) [Buy Books](#)

Quick Registration **Class Search**

Course	Subject	Course Number	Section Number	Grade Option
				Normal
				Normal
				Normal

Registration Using myUK

9

- To **Drop** a course, click on the box to the left of the course listing and click the **Drop** box.
- To **change a grade type**, click the blue **Change** link and use the drop down menu to select a grade type.

Please note: You may use the **Drop** function to withdraw – drop all your courses – through **January 13, 2015**. After **January 13**, you must go to the Student Records Office, 10 Funkhouser Building, to withdraw from the University.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input checked="" type="checkbox"/>	HIS 108 Section 001 HIST OF U.S. THRU 1876	3.0	Normal (Change)	T 11:00 am - 11:50 am (Funkhouser Building-Rm-306A-FB) TR 9:30 am - 10:20 am (Whitehall Classroom Building-Rm-118-CB)	Enrolled 11/17/2014 4:17 pm
<input type="button" value="Drop"/>		3.0			<input type="button" value="Show History"/>

Course	Subject	Course Number	Section Number	Grade Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

10

- To **view your schedule** at any time, click on **myInfo** on the left-hand top part of your browser. Then, from the left-hand menu, select **mySchedule**. Choose the **Printer Friendly Version** link if you would like to print.

mySchedule | History | Back | Forward

Detailed Navigation

- myInfo
- Academic Calendar
- **mySchedule**

my Schedule and Program

My Program of Study:
College: College of Arts & Sciences
Degree: Bachelor of Arts
Major: English

Expected Graduation Date: 0000-00-00

My schedule of classes for current term.

[Printer Friendly Version](#)

Course	Hours	Grade Scale	Grades (Mid/Final)	Meeting Times	Location	Status
PHI 120 Section 401 INTRODUCTORY LOGIC	3.0	Normal	*** / ***	TR 6:00 PM - 7:15 PM (LEC)	Whitehall Classroom Bldg Rm. 241 (LEC)	Enrolled Jked